



ADDENDUM #1

On April 7, 2017, the New Hampshire Department of Health and Human Services published a request for proposals for the provision of transportation options that includes vehicles, vehicle repair services and maintenance, access to professional mechanics who can service the vehicles, and statewide access to vehicles and staff that can provide practice for and completion of the road test portion of the NH Division of Motor Vehicles drivers licensing requirements..

The Department is publishing this addendum to:

1. Delete and replace Section 3.2 Scope of Services, Paragraph 3.2.3, Subparagraph 3.2.3.1, with the following:

3.2.3.1 Able to pass a NH State Inspection, in accordance with RSA 266:1, II for a minimum of two (2) consecutive years, or 24,000 miles, whichever occurs first.

2. Delete and replace Section 3.2 Scope of Services, Paragraph 3.2.11, with the following:

3.2.11 The Vendor must provide statewide access to:

3.2.11.1. An inspected vehicle to be used by adult participants in order to obtain the maximum of six (6) practice driving hours.

3.2.11.2 Staff who can supervise and assist adult participants working toward the mandatory six (6) hours of practice driving during the practice driving hours.

3.2.11.3 Full insurance coverage that protects the client and the Department from any and all liability that may be incurred during the six (6) hours of practice driving of any individual.

3. Delete and replace Section 3.4 Direct Service Requirements, Paragraph 3.4.2, Subparagraph 3.4.2.2 through 3.4.2.6 and replace with:

3.4.2.2 Procurement methods may include:

3.4.2.2.1 Donations;

3.4.2.2.2 Auctions;

3.4.2.2.3 Direct purchase; or

3.4.2.2.4 Any other permissible means that ensures an adequate inventory of vehicles is available for placement.

4. Delete and replace Section 3.5 Staffing, Paragraph 3.5.2, Subparagraph 3.5.2.1, Subpart 3.5.2.1.4 with the following:



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3.5.2.1.4 Conduct a secondary verification to ensure the validity of participants' driver's license and to confirm there are no known vehicles available to referred participants at the time of vehicle delivery; and

5. Delete Section 3.5 Staffing, Paragraph 3.5.5.

6. Delete and replace Section 3.6 Reporting/Deliverables, Paragraph 3.6.1, Subparagraph 3.6.1.12 through 3.6.1.17, and replace with:

3.6.1.12 The number of referrals for access to a car to take the driving test to complete the road test portion of the NH Division of Motor Vehicles licensing requirements, including:

3.6.1.12.1 Name of the referred participant;

3.6.1.12.2 RID Number;

3.6.1.12.3 Date of referral;

3.6.1.12.4 Date of referral;

3.6.1.12.5 Date driving test occurred; and

3.6.1.12.6 Client Pass or Fail, with recommendation whether Driver's Experience or Driver's education is needed.

7. Delete and replace Section 3.10 Required Questions, with the following:

- Q1. What is your experience and capacity to provide vehicles to low income individuals?*
- Q2. How will you ensure Vehicle Delivery Program services are available to eligible individuals, statewide?*
- Q3. What is your experience and capacity to oversee car repairs?*
- Q4. How will you ensure timely provision of car repairs in a manner that will provide minimal disruption in employment, or employment seeking activities of eligible individuals, statewide?*
- Q5. What is your experience and capacity to provide driver training? Include qualifications of staff that will provide direct training and supports to the driver training program.*
- Q6. How will you provide driver training services to eligible individuals, statewide? Include the process you will use to gauge the amount of training that will be necessary for individuals to successfully complete the NH Drivers Licensing test. Identify any specialized equipment that will be used.*
- Q7. Provide your proposed staffing plan. Include your organizational chart, resumes for filled positions and job descriptions for vacant positions.*
- Q8. How will you conduct statewide client surveys described in Section 3.6.4? Include proposed survey methodology.*



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Q9. How will you ensure performance measures in Section 3.7 are met on a quarterly basis?

8. Delete and replace Item 5 Proposal Evaluation, Section 5.1 Technical Proposal (100 Points), with the following:

5.1 Technical Proposal (190 Points)

5.1.1 Experience and capacity (Q1, Q3, Q5)	85 Points
5.1.2 Work Plan (Q2, Q4, Q6)	75 Points
5.1.3 Staffing (Q7)	5 Points
5.1.4 Performance Measures (Q8)	25 Points

9. Delete and replace Section 6, Proposal Process, Paragraph 6.2, Procurement Timetable, with the following:

<u>Procurement Timetable</u>		
(All times are according to Eastern Time. DHHS reserves the right to modify these dates at its sole discretion.)		
Item	Action	Date
1.	Release RFP	April 7, 2017
2.	Optional Letter of Intent Submission Deadline	April 17, 2017
3.	RFP Questions Submission Deadline	April 17, 2017
4.	DHHS Response to Questions Published	April 26, 2017
5.	Proposal Submission Deadline	May 11, 2017 2:00 PM